

# Fantastic ••••• Features

and Where to Find Them

(Here!)

*For your entertainment and enlightenment, allow me to present short tutorials on some features in Microsoft Office that you may find useful in your day-to-day work.*

Issue #5

2020



## Setting tabs for tabular material within Word documents

When I type, I am just trying to get the material into a file and saved. I don't worry about where the tabs are, or whether my tabbed material lines up. I take care of all of that after I've emptied my head and saved my file.

Here's an example:

First Name	Last Name	Donated	Date	Amount
Marci Henry	Yes	07/29/2020	\$150,000.00	
Caroline	Laudig	Yes	07/30/2020	1,500.00
Mike	Abbott	NO		
Constantine	Stephan	Yes	08/01/2020	15,000.00

This material looks bad. The columns don't line up with the information, and you can't tell the relative size of the donations. This is easy to fix.

Make sure that your ruler is visible at the top of the screen below the tool bar.



This little box allows you to select different types of tabs. It defaults to a Left Tab (meaning that the material lines up along the left-hand side and works across to the right).

By clicking on the box, you can select the following types of tabs:



Center tab – the text centers on the tab mark, working both left and right.



Right Tab – the text lines up along the right end and works back to the left.



Right Decimal Tab – text lines up along the decimal point and assumes that the end of the material is a decimal point if a decimal point is not typed.

*Have a question or feature you'd like addressed? Send an owl directly to:*

[Caroline.laudig@fssa.in.gov](mailto:Caroline.laudig@fssa.in.gov)

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Select the material you have typed (be sure to go to the blank line below the last line of your material. In the upper left-hand corner of the screen, near the word “Font”, you can see the small square box. Click on the box to advance to the next choice.

After selecting the correct tab for each type of information, place the tab on the ruler bar by clicking on the ruler. The typed material will respond to the new placement, and you can adjust that placement by clicking and holding the mouse pointer and dragging the tab to the desired location.

Now my text looks like this, and the tab types and locations are visible on the ruler bar. They are a little hard to see in the sample below, so look at your computer screen.

	(Left tab)	(Left Tab)	(Center Tab)	(Decimal Tab)
First Name	Last Name	Donated	Date	Amount
Marci	Henry	Yes	07/29/2020	\$150,000
Caroline	Laudig	Yes	07/30/2020	\$1,500.00
Mike	Abbott	No		
Constantine	Stephanopolous	Yes	08/01/2020	\$15,000.00

Note that the decimal tab allows you to see the *relative value* of the donation based on the decimal point.

Tabs can also have “leaders”. You frequently see them in Tables of Contents. Select the line (or lines) you would like to influence. Go to the ruler bar and double-click any tab. You will get a pop-up menu. The line below currently has no leaders set on any tabs.

Constantine	Stephanopolous	Yes	08/01/2020	15,000.00
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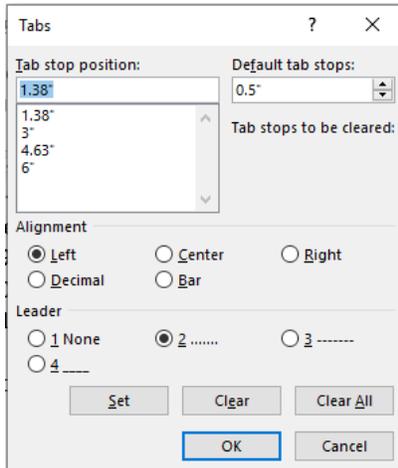
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Choose each tab position and select the type of leader you would like to have. You have 4 choices – none, dot Leader, dash leader, underline leader. I have chosen one of each for the following line. Be sure to click “Set” before clicking on “OK”.

Constantine                    Stephanopolous.....Yes -----08/01/2020\_\_\_\_\_ 10,000.00  
None                            Dot ..... Dash ----- Underline\_\_\_\_\_

*To ensure that any additional material you may type after setting your tabs is influenced by those settings, be sure to go to the end of the last line of the tabbed material and press ENTER. Your new line will retain all the tab settings.*

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